



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
TRARON EIGHT SIX  
390 SAN CARLOS RD SUITE G  
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 11200.1E

N4  
FEB 4 2014

### TRARON EIGHT SIX INSTRUCTION 11200.1E

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: MOTOR VEHICLE LICENSING AND USAGE

Ref: (a) NASPNCLAINST 11240.3H

1. Purpose. To provide policy, guidelines, and procedures for proper usage of VT-86 vehicles.

2. Cancellation. TRARONEIGHTSIXINST 11200.1D

3. General. The motor vehicles at VT-86 are accessible units under the NAS Pensacola Management Control Program and are supplied by the base Facilities Management Division (FMD). The references require each operator be properly licensed and tight custody is maintained over the vehicle at all times.

#### 4. Procedures

##### a. Licensing

(1) All military and civilian operators of government owned/leased motor vehicles must be qualified and licensed. To avoid duplication of effort and unwarranted delays, Navy policy accepts, without future test, a valid operator's license/commercial driver's license (CDL) issued by a state or jurisdiction as proof the applicant has achieved the proficiency level to safely operate government vehicles up to 26,000 pounds gross weight, unless transporting hazardous material.

##### b. Usage

(1) Vehicles shall be used exclusively for official purposes and only with permission of authorized personnel.

(2) Vehicles will be driven only by qualified and licensed operators.

(3) The duty van will be logged out from the Resource Management Services (RMS) Office. The logbook entry will

contain at a minimum, name and rank of person logging out vehicle, date/time vehicle logged out and in, destination, mileage and signature.

c. Vehicle Maintenance and Repair

(1) Any mechanical or structural discrepancies shall be immediately reported to the RMS office for referral and induction into maintenance.

(2) The vehicle requiring unscheduled repairs due to break down (not scheduled for preventive maintenance), is to be taken to the Public Works Center Garage, Building 1771, if drivable. Call 452-3131, extension 3117 for all maintenance issues. A completed NAVFAC Form 9-11240/13 must be turned in with the vehicle when delivering to the garage office. If not drivable, complete NAVFAC Form 9-11240/13 and contact FMD at 452-4563 or after hours 452-5555 describing the problem, location, and vehicle mileage. FMD will dispatch a troubleshooter and wrecker to the downed vehicle for possible on-site repair. If the equipment needs to be brought to the garage, the operator will give the completed, NASP Form 11240/16 to the troubleshooter for action. The assigned coordinators and alternates are to forward copies of NASP 11240/16 to FMD when scheduled repairs are required. Contact the First Lieutenant for any problems with the government vehicles at 452-3840. NAVFAC 9-11240/13 form may be found in each vehicle or obtained from RMS Office.

(3) All maintenance or repair work on vehicles will be done by public works center transportation personnel only.

(4) Vehicles can be scheduled for washing and vacuuming by calling Public Works Center Dispatcher, 452-4563, for wash rack availability. Users will wash and vacuum their assigned vehicles as needed. The First Lieutenant will assign the Duty Driver to accomplish this when needed.

(5) Vehicles are to be fueled at the NEX Touch and Go at Sherman Field NAS Pensacola, using the Voyager credit card maintained by the RMS Office. Driver will need to provide the vehicle USN # along with the fuel card and correct mileage to the station attendant before pumping fuel, then sign the Fuel Issue Sheet to verify the amount of fuel after purchase. **Only Regular Unleaded Fuel is authorized.** No other NEX purchases are authorized.

5. Compliance

a. The First Lieutenant is responsible for ensuring the provisions of this instruction are followed completely.

b. The First Lieutenant will make periodic inspection of assigned vehicles and review NAVFAC 9-11240/13 inspection forms to ensure compliance.



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